



CITY OF LYNCHBURG BIDDER'S MAILING LIST APPLICATION

To be placed on our vendor list, complete this form and return in person or by US postal service mail to the address listed below.
All answers should be typed or printed. Please read carefully.

1. Name and address of applicant (include zip code):

2. Telephone, Fax, Fed ID, Date:

Telephone No. _____
FAX No. _____
Federal ID # _____
Date of this application _____

3. Type of organization (check all that apply):

☐ Individual ☐ Partnership ☐ Sole Proprietorship ☐ Non-Profit Organization ☐ Tax Exempt Organization
☐ Tax Exempt Corporation ☐ Healthcare Corporation ☐ Corporation, Incorporated under the laws of the State of _____.

4. Applicant is (See definitions): ☐ Manufacturer ☐ Jobber or Dealer ☐ Authorized Distributor ☐ Factory Representative or Agent.

5. Type of ownership or business (see definitions): ☐ Minority owned/controlled ☐ Small business ☐ Female owned/controlled.
It is a violation of state law to obtain certification as a minority business by deception.

If small business, number of employees: _____

Governmental entities to which you have sold in the past two (2) years:

6. Principal line of business: _____. How long in present business _____.

7. Following this application form is a listing of the various goods and services purchased by the City coded by class-item number. Note the class-item number(s) of the commodity(s) for which you wish to receive bids:

_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

8. The undersigned hereby verifies that the above and foregoing information is a full, true and correct statement of the facts. It is understood that failure to return bid invitations, either completed or as a "no bid" may result in removal from the mailing list. Further the undersigned certifies that all taxes are filed and paid fully up-to-date and remain so during the course of doing business with the City.

Authorized Signature _____

Printed Name _____

Title _____

E-Mail Address _____

Mail Completed Application to.,
FINANCIAL SERVICES/PROCUREMENT DIVISION
City of Lynchburg City Hall, Third Floor
900 Church Street (Street Zip 24504)
P. O. Box 60
Lynchburg, VA 24505,
Phone- 434-847-1487 Fax-434-845-0711
Web Site Address www.lyncburgva.gov/procurement

Please check this application to ensure that a response has been made to each question.

BUSINESS DEFINITIONS

Manufacturer: A manufacturer is one who operates a factory or establishment that produces, on the premises, the materials, supplies or equipment for which application to bid is made.

Jobber or Dealer: A jobber or dealer is one who operates a store, warehouse or other establishment in which the materials, supplies or equipment for which application to bid is made, are bought, kept in stock, and sold to the public in the usual course of business.

Authorized Distributor: An authorized distributor is one who operates and maintains a store, warehouse or other establishment in which the materials, supplies or equipment bid are either bought or hold on consignment, stocked, and regularly sold to the public in the usual course of business, regular license or authorization to do so having been granted by the manufacturer.

Factory Representative or Agent: A factory representative or agent is one who is authorized by the manufacturer as his exclusive representative within a designated area for sales of the materials, supplies or equipment for which application to bid is made.

Minority Business:

(The following definition of "Minority Business" may be found in title 2.1, Chapter 7.5, Code of Virginia.)

A "minority business" is a business enterprise that is owned or controlled by one or more socially or economically disadvantaged persons. Such disadvantage may arise from cultural, racial, chronic economic circumstances or background or other similar cause. Such persons include, but are not limited to, Blacks, Puerto Ricans, Spanish-Speaking Americans, American Indians, Eskimos, and Aleuts.

(As defined by the State Office of Minority Business Enterprises:)

The term "minority business enterprise" means a business at least 60 per cent of which is owned by minority group members, or, in case of a publicly owned business, minority group members own at least 51 per cent of the stock. For the purpose of the preceding sentence, minority group members are citizens of the United States who include, but are not limited to, Blacks, Spanish speaking, Oriental, Indians, Eskimos, and Aleuts.

Small Business: "Small business" means a corporation, partnership, sole proprietorship, or other legal entity formed for the purpose of making a profit which is independently owned and operated, has either fewer than 100 employees or less than \$1,000,000 in annual gross profits.

Female Owned or Controlled: A "female owned or controlled business" is a business enterprise at least 50 per cent of which is owned by females or in the case of a publicly owned business at least 51 per cent of the stock of which is owned by females.

Class-Item List of Commodity/Service Categories

Class-item #	CONTRACTORS		
500-1	Air Conditioner Repairs	500-38	Wheel Alignment
500-2	Alarms/Repairs	500-40	Backhoe Repairs
500-3	Auto/Wash Jobs	500-41	Blower
500-4	Body Repairs	500-42	Bodies/Move
500-5	Boiler Repairs	500-45	Cushions (Air, Auto)
500-6	Building Contractors	500-46	Gate (Fence, Portable)
500-8	Door/Repairs	500-47	Gauges
500-10	Dumpster	500-48	Hose Reel (Air Hose)
500-11	Electrical Contractors	500-49	Iron
500-12	Florist	500-50	Jacks
500-13	Food Stamps Contractors	500-51	Floor Repairs
500-14	Furniture/Repairs	500-52	Metal Fabricators
500-15	Grading (Land Cleaning & Excavating)	500-53	Airport Paving Contractors
500-16	Janitorial Services	500-54	Hazardous Material Rem/Disposal
500-18	Laundry	500-55	Alarms
500-20	Loader/Repairs	500-56	Airport Lighting Maintenance
500-21	Mail/Presort Services	500-57	Truck Trans Repair
500-23	Masonry Work	500-58	Land Rental
500-25	Mops (Sweeping Tool Covers)	500-59	Machine Shop/Automotive
500-26	Movers, Furniture	500-60	Weather Equipment
500-27	Movers, Library	500-61	Radio/Equipment Repairs
500-28	Pagers/Paging Service	500-62	Computer Services/Conversion
500-29	Paint/Contractors	500-63	Monuments/Repair
500-30	Repairs/Vehicles	500-64	Airport Marking Contractors
500-31	Rustproofing	500-65	Contractors, Special
500-32	Sludge Removal	500-66	Cleaners
500-33	Towing	500-67	Security Systems
500-34	Veterinary	500-68	Demolition
500-37	Weather Forecasting Information	500-69	Tree Service
500-71	Airport Runway Rubber Removal	500-70	Airport Surface Rehabilitation
500-72	Contractors, Construction	515-19	Computer Equip, State Contract
		515-20	Trash Tags

500-73	Food Service Contractors		
500-74	Dump Site Cleaning	Class-item #	Automotive Supplies
500-75	Hvac Systems	520-1	Antifreeze
500-76	Plumbing Contractors	520-2	Automobile Parts
500-77	Contractors, Printing	520-3	Auto. Prod.(Solvents/Anti/Rust/Add
500-78	Sandblasting	520-4	Automotive Test Equipment
500-79	Vehicle Maintenance	520-5	Batteries, Battery Charger
500-80	Annunciator Panels	520-6	Chains (Auto & Truck)
500-81	Tank Testing	520-9	Filters/Auto
500-82	Photography Services	520-10	Glass (Auto,Safety,Window)
500-83	Recycle Systems	520-11	Grease Gun
500-84	Contractors, Drywall	520-12	Greases
500-85	Waste Oil Disposal	520-13	Oil, Oil Dri, (Motor, Transmission)
500-86	Contractors, Concrete	520-14	Oil Dry
500-87	Contractors, Construction Sub	520-15	Tires & Tubes (New)
500-88	Welding	520-16	Tires (Recapped & Studs)
500-89	General Highway Construction	520-17	Transmission Oil
500-90	Regulated Waste Disposal	520-18	Wipers, Windshield
500-91	Contractors, Information Services	520-20	Oil Tank Reservoir
500-92	Hauling/Disposal Services	520-21	Transmissions
500-93	Photography, Aerial & Other	520-22	Hydraulic Hose
500-94	Record Storage	520-23	Oil Pump
Class-item #	Surplus and Salvage	520-24	Freon
505-1	Surplus Property Buyers	520-25	Tire Removal/Installation
		520-26	Tools, Automotive
Class-item #	Maintenance Service	520-27	Refrigerant Recycling
510-1	Elevator Maintenance	520-28	Automated Fuel Control System
510-2	Hood Preventative Maintenance		
510-3	Hvac Maintenance	Class-item #	Building & Construction Supplies
510-4	Sprinkler Maintenance	525-1	Asphalt, Bituminous Materials
510-5	Weather Reporting System	525-2	Awning
510-6	Computer Maintenance	525-3	Buildings/Metal
510-7	Grounds Mtce/Common Areas	525-4	Building Supplies
510-8	Groundskeeping Services	525-5	Dunkirk/Block
510-9	Escalator Maintenance	525-6	Cabinets (Built In, Countertops, Etc)
510-10	Conveyor Maintenance	525-7	Concrete, Cement/Ready Mix
510-11	Small Equipment and Engine's	525-8	Door Repairs
Class-item #	Data Processing Equipment & Supplies	525-10	Doors/Storm
515-1	Computer Supplies	525-14	Fence
515-2	Computer, Micro, Personal	525-17	Glass, Safety, Window
515-3	Decals, License	525-18	Grates
515-4	Decals, City Equipment	525-19	Guard Rail
515-5	Duplicator/Supplies	525-20	Gutters
515-6	Printing Forms, Office	525-21	Handrail
515-7	Micrographics/Microfiche	525-23	Ice & Snow Melting Compound
515-8	Microfilm	525-24	Insulation
515-9	Offset Press	525-25	Jack Hammer
515-10	Printing Forms/Continuous, Other	525-26	Locks (Door)
515-11	Printing Forms/Brochures, Newsletters	525-27	Lockers
515-12	Printing Supplies	525-28	Lumber
515-14	Typesetting Machine	525-30	Posts (Fence)(Signs For Streets)
515-15	Decals, Dog License	525-31	Paint
515-16	Decals, General	525-32	Paint/Spray
515-17	Copying/Printing	525-33	Parking Blocks
515-18	Computer Software	525-34	Partitions
525-35	Pavement Breaker Steel	540-10	Humidifier
525-36	Plastic (Black) (Sheeting)	540-11	Intercom
525-37	Post Drive	540-12	Lamps
525-38	Posts (Fence)	540-13	Lights/Buildings
525-40	Roofing	540-14	Meters/Electric

525-43	Salt	540-15	Meter (Voltage Reg.)
525-44	Salt/Ice/Walks	540-16	Microphone
525-46	Sand	540-17	Photo Equip
525-47	Scaffolding	540-18	Film/Photo Supplies
525-48	Sprinklers	540-19	Radios/Parts
525-50	Steel	540-20	Record Player
525-51	Stone	540-21	Record Systems
525-52	Tarpaulins	540-22	Recorders - Video Cassette Players
525-54	Welding Supplies	540-23	Telephones
525-55	Equipment Rental	540-24	Television
525-56	De-Icer	540-25	Electronics
525-57	Step Repairs	540-26	Audio-Visual Aids
525-58	Tape, Masking/Electrical	540-27	Telephone/Answering Machine
525-59	Wallpaper	540-28	Tapes
		540-29	Telephones, Cellular
Class-item #	Clothing	540-30	Recording Systems
530-1	Clothing/Coveralls	540-31	Heaters, Electric
530-2	Clothing, General	540-32	Credit Card Machines
530-3	Clothing/Protective		
530-4	Clothing/Rubber	Class-item #	Traffic Control Equip. & Supplies
530-5	Gloves/Safety, Work	545-1	"Barricades, Highway"
530-6	Uniforms/Rental	545-2	Cable Communications
530-7	Alterations	545-3	Paint/Traffic
530-8	Uniform Rental	545-4	"Poles, Sign, Lighting"
		545-5	Posts (Signs For Streets)
Class-item #	Recreation/Playground Equip. & Supplies	545-6	Signals (Traffic)
535-1	Arts/Crafts	545-7	"Sign (Material, Bldgs, Street, Blanks)"
535-2	Awards	545-8	Signs/Street
535-3	Benches, Bleachers	545-9	Traffic Beads
535-5	Flags	545-10	Traffic Cones
535-6	Gym Equipment	545-11	"Signs, City Hall"
535-7	Marble Dust	545-12	"Signs, General"
535-8	Mats/Gym/Playground	545-13	Traffic Counter
535-9	Park and Playground Equipment		
535-10	Sports Equipment	Class-item #	Engineering/Drafting Equipment
535-11	Swim	550-1	Ammonia Water
535-12	Trophies	550-2	"Engine Supp, Drafting, Surveying"
535-13	Boats	550-3	Measuring Wheel
535-14	Paint, Field	550-4	Stakes
535-15	Tables, Game	550-5	Engineering Test Equipment
535-16	Ceramics, Equip/Supplies	550-6	Blue Print Machine
535-17	Screening/Imprinting		
		Class-item #	Fire, Police & Safety Equipment
Class-item #	Electrical/AV/ Radio/Phone Equipment	555-1	Ammunition, Grenades
540-1	Amplifiers	555-2	Air Pak
540-2	Audio/Visual Equipment	555-3	Animal Warden Supplies (Dog Catch)
540-3	Batteries, Two-Way Radio	555-4	Armor, Protective Police
540-4	Binoculars	555-5	Badges & Emblems, Uniforms
540-5	Bulbs/Lamps	555-6	Batons, Police
540-6	Clocks	555-7	Belts & Holsters, Police
540-7	Cord (Extension, Twine)	555-8	Boots, Fire
540-8	Electrical Supplies	555-9	Extinguishers (Fire)
540-9	Fans (Electric)	555-12	Fingerprint/Evidence Supplies
555-13	Fire/Supplies for Pumpers	565-3	Kitchen Equipment
555-14	First Aid Kits	565-4	Milk Dispenser
555-15	Fire Supplies	565-5	Refrigerators
555-16	Flashlights	Class-item #	Horticultural & Farm Supplies
555-17	Foam/Purple K	570-1	Fertilizer
555-18	Fusee	570-2	Herbicide
555-19	Gas Guns (Tear - Police)	570-3	Hose, Garden

555-20	Guns	570-4	Hydro Lawn Spray
555-21	Gun Cases, Racks	570-5	Nurseries – Trees
555-22	Hats (Police, Crossing Guards)	570-6	Seed (Grass, Etc.)
555-23	Helmets (Police, Fire)	570-7	Straw
555-25	Hose, Fire	570-9	Weed Killer
555-26	Lights (Revolving/Fire & Police)	570-10	Nurseries - Shrubs
555-27	Mace	570-11	Nurseries - Azaleas
555-28	Mask, Air	570-12	Nurseries - Bedding Plants
555-29	Masks, Gas	570-13	Nurseries, Bulbs
555-31	Megaphones	570-15	Sawdust/Mulch
555-32	Nozzles	570-16	Poison
555-33	Radar Equipment		
555-34	Safety Cones	Class-item #	Horticultural & Farm Supplies
555-35	Safety Supplies	570-1	Fertilizer
555-36	Safety Vests	570-2	Herbicide
555-38	Sirens	570-3	Hose, Garden
555-39	Smoke Ejector	570-4	Hydro Lawn Spray
555-40	Stakeout Units	570-5	Nurseries – Trees
555-41	Targets	570-6	Seed (Grass, Etc.)
555-43	Uniforms	570-7	Straw
555-44	Police Pre-Employment	570-9	Weed Killer
555-45	Investigations	570-10	Nurseries - Shrubs
555-46	Sign Maker	570-11	Nurseries - Azaleas
555-47	Breath Analyzer	570-12	Nurseries - Bedding Plants
555-48	Safety Shoes	570-13	Nurseries, Bulbs
555-49	Police Protection	570-15	Sawdust/Mulch
555-50	Drug Education Program	570-16	Poison
555-51	Rescue Equipment		
555-52	Meters, Sound Level	Class-item #	Medical, Ambulance Equipment
555-53	Protective Gear, Police/Fire	575-1	Ambulance Supplies
555-54	Training Equipment/Supplies	575-2	Medical Supplies
555-55	Meters, Light Level	575-3	Medicine
		575-4	Oxygen
Class-item #	Food & Food Service Supplies	575-5	Respirators
560-1	Bread	575-6	Wheelchairs
560-2	Cups (Paper)	575-7	Ophthalmic Equipment
560-3	Drinks	575-8	CPR Equip/Training
560-4	Eggs	575-9	Pharmaceutical Supplies
560-5	Ice	575-10	Therapeutic Equipment
560-6	Kitchen Supplies	575-11	Defibrillators
560-8	Meals (For Men Working After Hours)		
560-9	Meat	Class-item #	Hardware, Industrial & Material Hndl
560-10	Metal Cleaner	580-1	Batteries, Flashlight
560-11	Dairy Products	580-2	Blades, Saw
560-12	Snack Items	580-3	Boiler/Vapor
560-13	Food Items	580-4	Boiler Treatment/Chemical
560-14	Concession Stand Items	580-5	Bolts, Nuts, And Fasteners
		580-6	Brooms/Gutter
Class-item #	Food Service Equipment	580-7	Glazing Compound
565-1	Ice Making Machine	580-9	Gutter Brooms
565-2	Ice/Ice Machine Storage	580-10	Hardware
580-11	Keys/Locks	600-1	Alum
580-12	Ladders	600-2	Aqua Nuchar
580-13	Mats/Steel	600-3	Buckets, Conveyor
580-14	Nails	600-4	Calcium Chloride
580-15	Rope (Wire, Etc.)	600-6	Castings/Risers, Covers
580-16	Shelving	600-7	Charts, Equip/Supplies (Water Meter)
580-17	Solvent	600-8	Chemicals
580-18	Tools	600-9	Chlorine (Liquid)
580-20	Trucks, Hand	600-10	Chlorine Detector

580-21	Towels, Shop, Etc.	600-11	Couplings
580-22	Wheelbarrows	600-12	Copper Tubing
580-24	Mats (Rubber-Safety, Walk-Off)	600-13	Copperas (Ferrous Sulphate)
580-25	Wheel Dollie	600-14	Dab Coat
580-26	Wire (Mesh Screen, Roll, Etc.)	600-15	Detector, Metal
580-27	Wire Cages/Partitions	600-16	Detector, Gas
580-28	Steel Workbench/Tables/Shelving/Etc	600-19	Ferri Floc
580-29	Cranes/Lifts	600-20	Ferrous Sulfate
		600-22	Fittings (Water, Bushings, Couplings)
Class-item #	Janitorial, Laundry Eqp. & Supplies	600-23	Flow Inhibitor
585-1	Bags, Plastic, Leaf, Trash	600-24	Hydrants (Water & Fire)
585-2	Brooms/Brushes	600-25	Laboratory Supplies
585-3	Cans, Garbage, Heavy Duty	600-27	Lime
585-4	Carts (Janitor/Medical)	600-28	Manhole Covers
585-5	Cleaning & Toilet Supplies	600-29	Meter (Water)
585-6	Dollies	600-30	Meter Boxes
585-8	Floor Machines, Buffers	600-32	Mineral Lead (Utility-Water)
585-10	Towels, Paper	600-33	Nitric/Acid
585-11	Trash Can/Liners	600-34	Packing (Rubber)
585-12	Vacuum	600-35	Pipe, Concrete
585-13	Washer & Dryer	600-36	Pipe/Flange
585-14	Watercolors, Portable Thermos	600-37	Pipe (Structural)
585-16	Wipers (Cotton, Windshield)	600-38	Pipe & Cable Finder
585-18	Watercolors, Electric	600-39	Polymer
585-19	Litter Containers	600-40	Sewer Inspection & Seal Equipment
585-20	Solvent	600-41	Sewer Cleaning Machines
		600-42	Soda Ash
Class-item #	Household Supplies	600-43	Sodium Silicofluoride
590-1	Bedding, Sheets, Pillowcases, Spreads	600-46	Tanks
590-2	Blinds Venetian	600-47	Tapping Machine
590-3	Boxes	600-48	Television Inspection/Sealing Unit
590-4	Carpet	600-50	Valves
590-6	Draperies	600-51	Valve Locators
590-7	Poison (Rat)	600-52	Water Utility Parts & Supplies
590-8	Towels (Bath, Paper, Shop, Etc.)	600-53	Steam Generators
590-9	Sewing Machines/Repairs	600-54	Laboratory Analysis
		600-55	Bearings & Seals
Class-item #	Office Supplies	600-56	Pipe, Cast Iron
595-1	Copier Supplies	600-57	Pipe, Clay
595-2	Envelopes	600-58	Pipe, Copper
595-3	Office Supplies	600-59	Flow Monitors
595-4	Paper, Fine	600-60	Boiler Water Treatment
595-5	Ribbons, Various	600-61	Aerators
595-6	Stamps	600-62	Vactor Equipment
595-7	Books (Record)	600-63	Scales
595-8	Photos/Frames	600-64	Generators, Smoke
595-9	Coin/Bag	600-65	Centrifuge/Waste Treatment Plant
		600-66	Cathodic Protection
Class-item #	Water And Sewage Eqp. & Supplies	600-67	Calibration/Water Instruments
600-68	Biological Monitoring	615-24	Pumps, Water, Well Type
600-69	Chlorinator Parts	615-25	Pumps/Waste Treatment Plant
600-70	Detectors, Smoke	615-26	Rod Machines
600-71	Detectors, Streaming Current	615-27	Rollers (4-6 Tons)
600-72	Meter Testing	615-28	Salt Spreaders
600-73	Potassium Permanganate	615-29	Saw
600-74	Meter Test Equipment	615-30	Snow Plows, Blades
600-75	Caustic Soda	615-31	Steam cleaner
600-76	Sodium Bisulfite	615-32	Sweepers, Street, Mech., Vacuum
		615-33	Sweepers Street Used
Class-item #	Plumbing Equip. & Supplies	615-34	Tamper

605-1	Copper Tubing	615-37	Tar Kettle
605-3	Plumbing Supplies	615-38	Tractors, Lawn and Garden
		615-39	Tractors, Const.Type/Loaders/Graders
Class-item #	Automotive Equipment	615-41	Weedeaters
610-1	Ambulances	615-42	Welder
610-2	Automobiles	615-43	Wheel Loaders
610-3	Chocks	615-44	Chipper
610-4	Leaf Boxes	615-45	Hay Baler
610-5	Motorcycle	615-46	Stump Grinders
610-6	Refuse Bodies	615-47	Grader
610-7	Trailers	615-48	Conveyor
610-9	Trucks, Light and Medium	615-49	Pouring Pots
610-10	Trucks Heavy	615-50	Hydroseeder
610-12	Trucks, Aerial	615-51	Concrete Machines
610-14	Trucks, Fire	615-52	Lawn/Garden Equipment
610-18	Truck, Bodies	615-53	Hydraulic Tools
610-20	Trucks, Refuse		
610-22	Trucks, Parts	Class-item #	Library Equipment And Supplies
610-24	Trucks, Vans	620-1	Library Supplies
610-25	Trucks, Sub-Compact	620-2	Books, Publications, Memberships
610-26	Trucks, Shell/Bedliners	620-3	Library Automation
610-27	Vans/Wheelchair Lifts		
610-28	Attenuator/Crash Cushion	Class-item #	Office And Shop Furniture & Equip.
610-29	Trucks, Tool Boxes	625-1	Calculators
		625-2	Cash Register
Class-item #	Construction And Power Equipment	625-3	Chairs (Folding, Office)
615-1	Air/Comp Trailer Mt/Const. Type	625-4	Coin Changer
615-2	Asphalt Distributor	625-5	Copier
615-3	Backhoe, Street and Construction	625-6	Dictating Equipment
615-4	Booms/Hyd	625-8	Duplicators
615-5	Compactor (Landfill)	625-10	Furniture, Office
615-6	Compressor, Air Conditioners	625-11	Furniture, Files, Maps
615-7	Compressor, Air	625-13	Furniture, Hospital
615-9	Drain Cleaner Machines	625-14	Furniture, Computer
615-10	Forklift	625-15	Furniture, Homes
615-12	Generator, Electric and Diesel	625-17	Terminal Digit Filing System
615-13	Hoist	625-18	Mats/Chair
615-14	Leaf Machines	625-19	Typewriters (Electric)
615-15	Lift/Hydraulic	625-20	Furniture, Tables
615-16	Mail Room Equipment	625-22	Time Recorder
615-17	Motors	625-23	Furniture, Library
615-18	Mowers (Lawn) With Tractors	625-24	Furniture Refinishing
615-19	Paint Machine	625-25	Mailroom Equipment
615-20	Pavement Breaker	625-26	Fax Machines
615-21	Pressure Washers	625-27	Furniture, Medical
615-22	Pumps, Gasoline	625-28	Paper Shredder
615-23	Pumps, Trash and Water Removal	625-29	Perforators
625-30	Check Signer/Burster	645-11	Consultants, Polygraph
625-31	Identification Equipment	645-12	Landscaping
625-32	Furniture, Upholstery	645-13	Board Of Prisoners (Inmate Labor)
625-34	Validating Machines	645-14	Charter Service
625-35	Furniture, Patio	645-15	Asbestos Removal
625-36	Laminators	645-16	Consultants, Management Services
625-37	Furniture, Used	645-17	Geological Services
625-38	Safes	645-18	Consultants,
			Computer/Communicat'ns
		645-19	Security Services
Class-item #	Air Conditioning And Heating Equip.	645-20	Public Safety Management
630-1	Air Conditioning	645-21	Consultants, Real Estate
630-2	Furnace	645-22	Sheltered Workshop

630-3	Heaters (Electric, Water)	645-23	Consultants, Fleet Management
630-4	Hvac Supplies	645-24	Consultants, Hazardous Mgt
630-5	Filters (Heating & Air)	645-25	Parking Lot Management
630-6	Dust Control	645-26	Solid Waste Management
630-7	Humidifiers/Dehumidifiers	645-27	Limousine Service
630-24	Pump Heat	645-28	Consultants, Other
630-25	Filters, Furnace	645-29	Printing, Financial
		645-30	Consultants, Purchasing
Class-item #	Energy Sources	645-31	Diving, Dredging, Marine Svcs
635-1	Petroleum Products	645-32	Toxics Monitoring
635-2	Propane Gas	645-33	Telephones, Long Distance Service
635-3	Diesel Fuel	645-34	Rent-A-Car Services
635-4	Kerosene	645-35	Vocational Assessment Consultants
635-5	Fuel Oil	645-36	Consultants, Air Quality
635-6	Gasoline	645-37	Consultants, Police/Fire
635-7	Methane	645-38	Exhibit Design Services
		645-39	Substance Abuse Testing
Class-item #	Professional Services (per Code of VA)	645-40	Osha Non-Destructive Testing
640-1	Architect	645-41	Consultants, Value Engineering
640-2	Accounting/Auditing		
640-3	Banking Services	Class-item #	Miscellaneous
640-4	Consultants	700-1	Watches
640-5	Medical Services	700-2	Instructor Fees
640-6	Engineering Consultants	700-15	Maps
640-7	Land Surveying	700-20	Voting Machines
640-8	Landscape Architects	700-21	Training
640-9	Lawyers	700-22	Guest Expenses - Economic Develop.
640-10	Optometry	700-23	Travel
640-11	Pharmacy	700-24	Toiletries
640-12	Audit Proposals	700-25	Christmas Decorations
640-13	Appraisal Services	700-26	Aquarium
640-14	Bond Underwriting	700-27	Exhibits
640-15	Psychological Testing	700-28	Catering (Misc)
640-16	Financial Services	700-29	Property Rental
640-28	Consultants, Community Planning	700-30	Hair Care Shops/Supplies
		700-31	Toxic Waste
Class-item #	Professional Services (Other)	700-32	Visitor Center Resale Items
645-1	Auctioneer	700-33	Port-A-John Rental
645-3	Exterminating	700-35	Surveillance Equipment/System
645-4	Consultants, Insurance	700-36	Concession Services
645-5	Lease/Lease Purchase Financing	700-37	Curatorial Supplies
645-6	Insurance Carriers	700-65	Porta-Toilets
645-7	Weed Control		
645-8	Work Compensation		
645-9	Advertising		
645-10	Consultants, Employment		

Request for Taxpayer Identification Number and Certification

Give form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	Name	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶ <input type="checkbox"/> Exempt from backup withholding	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN).
However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 2. For other entities, it is your employer identification number (EIN). If you do not have a number, see **How to get a TIN** on page 2.

Note: If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.

Social security number								
			+					
or								
Employer identification number								
	+							

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), **and**
2. I am not subject to backup withholding because: **(a)** I am exempt from backup withholding, or **(b)** I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or **(c)** the IRS has notified me that I am no longer subject to backup withholding, **and**
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 2.)

Sign Here	Signature of U.S. person ▶	Date ▶
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Purpose of Form

A person who is required to file an information return with the IRS must get your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to give your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

If you are a foreign person, use the appropriate Form W-8. See Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities.

Note: If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 30% of such payments **after** December 31, 2001 (29% **after** December 31, 2003). This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will **not** be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester, or
2. You do not certify your TIN when required (see the Part II instructions on page 2 for details), or
3. The IRS tells the requester that you furnished an incorrect TIN, or
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions on page 2 and the separate **Instructions for the Requester of Form W-9**.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name. If you are an individual, you must generally enter the name shown on your social security card. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first and then circle the name of the person or entity whose number you enter in Part I of the form.

Sole proprietor. Enter your **individual** name as shown on your social security card on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

Limited liability company (LLC). If you are a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Treasury regulations section 301.7701-3, **enter the owner's name on the "Name" line.** Enter the LLC's name on the "Business name" line.

Other entities. Enter your business name as shown on required Federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

Exempt from backup withholding. If you are exempt, enter your name as described above, then check the "Exempt from backup withholding" box in the line following the business name, sign and date the form.

Individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends. For more information on exempt payees, see the Instructions for the Requester of Form W-9.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

Note: If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

Part I—Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box.

If you are a **resident alien** and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see **How to get a TIN** below.

If you are a **sole proprietor** and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are an LLC that is **disregarded as an entity** separate from its owner (see **Limited liability company (LLC)** above), and are owned by an individual, enter your SSN (or "pre-LLC" EIN, if desired). If the owner of a disregarded LLC is a corporation, partnership, etc., enter the owner's EIN.

Note: See the chart on this page for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get **Form SS-5**, Application for a Social Security Card, from your local Social Security Administration office. Get **Form W-7**,

Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or **Form SS-4**, Application for Employer Identification Number, to apply for an EIN. You can get Forms W-7 and SS-4 from the IRS by calling 1-800-TAX-FORM (1-800-829-3676) or from the IRS Web Site at www.irs.gov.

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Writing "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

Part II—Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 3, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt recipients, see **Exempt from backup withholding** above.

Signature requirements. Complete the certification as indicated in 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA or Archer MSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to give your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA or Archer MSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, and the District of Columbia to carry out their tax laws.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 30% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN or:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
5. Sole proprietorship	The owner ³
For this type of account:	Give name and EIN or:
6. Sole proprietorship	The owner ³
7. A valid trust, estate, or pension trust	Legal entity ⁴
8. Corporate	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name, but you may also enter your business or "DBA" name. You may use either your SSN or EIN (if you have one).

⁴ List first and circle the name of the legal trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

